

Class Code 3507/Exempt  
Position Title Director  
Working Area Library Services  
Effective Date March 21, 2003



## **JOB DESCRIPTION**

### **Scope**

Professional and managerial work directing, planning, developing, and implementing policies, procedures, and programs for the County Library System, Parks & Recreation System, Cooperative Extension Division, and Historical Museum

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Establish, interpret, and administer policies and procedures for the operation of the County Library System, Parks & Recreation Division, Cooperative Extension Division, and Historical Museum. Plan and recommend development needs and improvements. Administer programs and services approved by the Board of County Commissioners. Prepare, present, and administer the development of the department annual budget and exercises final purchase authority for all library materials as authorized in the Seminole County Purchasing Ordinance. Provide leadership and encourages individuals as well as group excellence in program development and service delivery, both internally and externally. Plan and recommend short and long range goals to affect the efficient and effective operation of the department. Respond to citizen complaints, researching problems and formulating solutions and responses. Advise the County Manager as appropriate of relevant unresolved complaints. Exercise final authority as delegated by the County Manager regarding hiring, termination, performance evaluations, disciplinary, and/or commendatory actions of assigned personnel. Review and identify funding sources for programs and initiates/approves appropriate applications to secure funding. Establish and maintain appropriate professional and public contacts to promote department services and programs. Serve as liaison to various boards and commissions as assigned. Perform other duties as assigned or as may be necessary.

### **Minimum Qualifications**

#### **Knowledge and Skills**

Extensive knowledge of the principles, practices, and methods of library science and library administration. Extensive knowledge of library automation systems. Knowledge of Parks and Recreation Programs, and Historical Museum programs. Considerable ability to plan, organize, and direct library programs and activities. Ability to plan and provide for services, which reflect community, interests and needs. Ability to establish and maintain effective working relationships with governmental and educational officials, civic groups, the general public and subordinate personnel. Considerable ability to prepare comprehensive reports and present ideas clearly and concisely, both orally and in writing. Must possess and maintain a valid Florida Driver's License.

#### **Education**

Master's Degree in Library Science from an American Library Association accredited college or university and five (5) years of professional supervisory librarian experience in a multi-branch public library system and experience with automated library systems. Pursuant to Florida Statutes, Chapter 112, incumbent must annually file "Form 1 Limited financial Disclosure" in the County of their residence. This position is an appointed service classification. *A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The work environment for this position is a general office setting. The incumbent performs most duties sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.